

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 23 November 1955

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report No. 47
16 - 22 November 1955

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. On 21 November 1955, C/ISB participated in a training program [redacted] The program is being coordinated by the Covert Training Branch/OS/TR. Lectures presented dealt with "The Organization of Training Support Facilities" and "The Use and Production of Training Materials."

2. Studies in Intelligence. The preliminary layouts for the No. 2 issue have been completed by VAS/ISB.

3. OTR Fifth Anniversary Report. The preparation of the final layout of the Report is currently underway within VAS/ISB. The material is being coordinated with [redacted] P and P Staff.

4. Bibliographies and Research:

a. The compilation of a bibliography on Africa is continuing. OO/Contacts Division will contact external sources at [redacted] for any up-to-date published materials.

b. Materials on [redacted] have been forwarded to [redacted] at the request of [redacted] OBI has been contacted for any supplementary information dealing with the subject.

c. The compilation of materials dealing with [redacted] has been completed, and all the materials obtained from the State Dept. have been forwarded to [redacted]

d. Materials dealing with Sales Psychology have been requested by [redacted] A bibliographic listing of this material will be forwarded to [redacted]

~~SECRET~~

e. ICD/OCR will furnish LIB/TR with a listing of projected studies completed or scheduled by the International Communism Division.

5. Publications and Reproduction:

a. Revisions, November 1955, All Catalogs of Courses. The plates for all Catalogs have been typed and are presently being corrected by the Staff of PSD/LO. The plates of the Headquarters issues will be forwarded to ISB for proofreading the week of 28 November; the plates for the Field issue will be made available for proofreading the first week in December.

b. Exercise Materials for the Writing Course. 16 mimeo stencils received from IS/TR, reproduced and collated; total 200 copies.

c. Miscellaneous ditto materials for the Agency Reserve Training Program were reproduced and collated as per request from DC/PPS/TR; total 80 copies of 53 ditto masters.

d. A total of 20 copies of the [] were reproduced and collated for the Operations School.

25X1

6. Attendance at the language film program:

German	16 November	[]
Spanish	17 November	
Italian	22 November	
Russian	23 November	

25X1

7. Training aids completed during the week:

- a. BASIC/Ops Support. Processed 500 copies of an outline map.
- b. OPS/[] Miscellaneous cards; total—14, plus wooden display board.
- c. OSI. Design and artwork of 2 briefing charts.
- d. BASIC/BOC. Completed the final artwork and production of the OCR Library display panels.

25X1

8. The Staff of VAS is providing graphic assistance to [] and [] of the OCI Staff in the preparation of certain graphic materials needed for a briefing. The total graphic production of the lecture materials is being coordinated by [] with the graphic unit of OCI.

9. The Audio Aids Section has provided assistance to the Covert Training Branch/OS/TR for a [] problem. Three of the AAS Staff participated in the problem; two of the men performed []

25X1

25X1

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10. A plan is currently being worked out to detail []
[] to the Incentive Awards Staff, Management Division, DDS, in
the capacity of graphic artist to design and prepare training aids.
Preliminary discussion was had with [] IAS/Management,
[] DDTR and C/ISB. The plan has been discussed
with []

11. PERSONNEL

a. [] is currently enrolled in the Clerical
Refresher course (Introductory Shorthand and English Usage).

b. [] LIB/ISB, attended
the OBI Briefing.

c. [] has extended his period of sick leave to
extend through the week of 21 November 1955.

d. A tour of the Reproduction facilities of PSD/LO was
made by []
[] of the VAS/ISB Staff.

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